



*It is the mission of the Mansfield Board of Education, in partnership with the Mansfield Community, to ensure that all children acquire the knowledge, skills, and attributes essential for personal excellence in learning, life, and work within our global community.*

## **Mansfield Board of Education**

**October 8, 2020**

**Virtual Meeting 7:00pm**

<b>Board Members:</b>	Kathy Ward, Chair, Susannah Everett, Vice Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, David Litrico, Katherine Paulhus, Elizabeth Verge, Kelly Zimmermann
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In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity). Public Comment will be accepted by email at [mboesupt@mansfieldct.org](mailto:mboesupt@mansfieldct.org) or by USPS mail care of the Mansfield Board of Education, 4 South Eagleville Road, Mansfield, CT 06268 and must be received by 3:00 p.m. on the day of the meeting to be included in an updated meeting packet. Public comment received after this time will be shared at the next meeting.

### **Agenda**

#### **CALL TO ORDER:**

#### **APPROVAL OF MINUTES: (M) (P. 1)**

September 10, 2020 Regular Meeting

September 30, 2020 Special Meeting

#### **HEARING FOR VISITORS:**

**COMMUNICATIONS:** (P. 7) Emails were received from Mary Lynch, Karen Menuz, Sarah Woulfin, and the MEA.

#### **ADDITIONS TO THE PRESENT AGENDA:**

#### **COMMITTEE REPORTS:**

#### **INFORMATION, PRESENTATIONS, AND ACTIONS**

- October 1, 2020 Enrollment
- SEL Framework and School Opening
- Teacher and Paraeducators Attrition
- Draft 2021 Board Meeting Dates (P. 13)
- Authorized Signatures Change Form (CSDE) (P. 15) (M)
- Update on School Building Projects

#### **NEW BUSINESS (if needed)**

#### **HEARING FOR VISITORS**

#### **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**EXECUTIVE SESSION:** For the purpose of a Legal Matter and invite the Superintendent to the session.

#### **ADJOURNMENT**

**Mission:**

It is the mission of the Mansfield Board of Education, in partnership with the Mansfield community, to ensure that all children acquire the knowledge, skills, and attributes essential for personal excellence in learning, life, and work within our global community.

**We Believe:**

- It is our obligation to teach academic and social skills while promoting the emotional, physical, and behavioral development of all children.
- Children thrive and experience success when we provide instruction and opportunities that value individual abilities and interests.
- Equal access to our district's programs and services will be afforded to all children.
- All children and staff deserve a safe, secure and supportive school environment.
- Schools excel when staff engage in continuous improvement of practice and life-long learning.
- It is the responsibility of our schools to engage, support, and involve families.
- Our schools are strengthened when the school and community work together, each contributing to the success of the other.

**District Framework:**

1. The district is committed to promoting rigorous academic outcomes, social skills, and the habits of mind necessary for growth in life, learning, and work beyond school including the ability to communicate effectively, work collaboratively, and think critically and creatively.
2. The district is committed to providing student-centered instructional practices that are responsive to student learning styles, promote resilience, and allow for personalization and individual growth in academics and the related arts.
3. The district uses purposeful assessments to inform instruction and monitor individual student progress aligned with learning goals.
4. The district supports embedded professional learning that advances the goals of the district and engages staff in continuous improvement.
5. The district celebrates the unique and diverse community of Mansfield by building partnerships between families, schools, and the larger community.
6. The district works in a fiscally responsible manner to align its organizational systems and resources to achieve established goals.

**Robert's Rules of Order General Guidelines**

As outlined in the MBOE By-Laws, Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided by the by-laws. Following are some general guidelines from Robert's Rules and the By-Laws that should be followed to ensure efficient meetings and the rights of all members, aid decision-making and allow all to be heard.

1. During any discussion, a member must be recognized by the Chair before speaking.
2. A member will not be allowed to speak a second time until all other members wishing to speak have been allowed to do so.
3. Members should refrain from speaking a second time unless they have a new point to make or need to respond to new information.
4. As a general rule during discussion, comments should be directed through the Chair to the whole Board, rather than to other or individual members. All discussion is with the Board as a whole. Questions of the Superintendent or other non-BOE members making presentations should be directed to that individual.
5. Private conversations can be distracting to those speaking and should be limited.
6. During discussion, the Chair should try to provide equal time to those in favor or against a given topic or motion.
7. A majority is more than half of the votes cast, not a majority of the Board. For example: if only 7 members choose to vote, and the result is 4-3 in favor, the motion is adopted. Members who abstain are "refraining from voting".
8. If discussion on a **motion** is lasting a long time, any member can "move the previous question" or "call the question". They must be recognized by the Chair in order to do so. This is not debatable, and a two-thirds vote is required to pass. If two-thirds vote in favor of ending debate, the Board ends all discussion on a motion and then moves to an immediate vote on that motion.
9. Committee reports that recommend action should be submitted in writing. This allows for clear understanding of recommendations.



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Mansfield Board of Education September 10, 2020 DRAFT Minutes	
<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice-Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, David Litrico, Elizabeth Verge, Kelly Zimmermann
<b>Excused:</b>	Katherine Paulhus

The meeting was called to order at 7:00pm by Ms. Ward

Ms. Ward read the following statement: In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity). Public Comment will be accepted by email at [mboesupt@mansfieldct.org](mailto:mboesupt@mansfieldct.org) or by USPS mail care of the Mansfield Board of Education, 4 South Eagleville Road, Mansfield, CT 06268 and must be received by 3:00 p.m. on the day of the meeting to be included in an updated meeting packet. Public comment received after this time will be shared at the next meeting.

#### APPROVAL OF MINUTES:

Motion by Ms. Aubrey, seconded by Ms. Everett to approve the minutes of the June 11, 2020 meeting.

Vote: unanimous in favor.

Motion by Ms. Aubrey seconded by Ms. Zimmermann to approve the minutes of the June 12, 2020 Special Meeting. Vote: Unanimous in favor with Mrs. Kelly in abstention.

Motion by Ms. Everett, seconded by Ms. Allison, to approve the minutes of the July 2, 2020 Special Meeting

Vote: Unanimous in favor.

Motion by Ms. Zimmermann, seconded by Ms. Allison to approve the minutes of the July 30, 2020 Special Meeting. Vote: Unanimous in favor

Motion by Mr. Litrico, seconded by Ms. Zimmermann, to approve the minutes of the August 4, 2020 Special Meeting : Unanimous in favor, with Mrs. Kelly in abstention.

Motion by Mrs. Verge, seconded by Ms. Allison, to approve the minutes of the August 31, 2020 Special Meeting: Vote Unanimous in favor.

Mrs. Paulhus arrived at 7:05pm

#### Recognition and Celebrations:

Introduction of New Certified Staff: Mrs. Lyman asked the principals to introduce their new certified staff. Mike Seal introduced Julie Cackowski, Grade 1 at Vinton. Peter Dart introduced Abby Forsyth, Grade 3, Amy Gagne, Physical Education teacher and Christie Hazen, Enrichment Teacher at Goodwin. Candace Morell introduced the following new staff at MMM: Merin Chiramel, grade 8, Louis Goffinet, grade 8, Kate Grottke, School Psychologist, Jeremy McKenzie, grade 7, Kaitlyn Samuelson, grade 8, and Raechel Surprenant, Grade 7. Mrs. Morell also reported Arban Nazarko, Grade 5 teacher, was unable to attend the meeting. Mrs. Lyman introduced Charmaine Bradshaw-Hill, Finance Director.

HEARING FOR VISITORS: None

COMMUNICATIONS: Emails from Heather Meehan and Marisol Dumeng regarding re-opening model.

BOARD REPORTS: Finance Committee: Ms. Ward reported on the most recent Finance Committee meeting. The fiscal year ended with a surplus due to schools closing in March due to the Pandemic. The committee is recommending transfer of these funds for future re-opening needs, technology and program needs. Personnel Committee: Ms. Zimmerman reported there is a need for an Executive Committee meeting following the Board meeting.

#### INFORMATION, PRESENTATIONS, AND ACTIONS:

- Superintendent's Report on the Opening of School and Opening Enrollment: Mrs. Lyman reported there are 1042 students enrolled with 296 students on remote learning. Students in the Hybrid Program will have a

full week of instruction planned. Some lessons will be live-streamed from the classroom. Students in the Remote Learning Program are supported by a team of teachers assigned by grade level.

- Policy Changes due to Covid: Motion by Ms. Everett, seconded by Mr. Litrico, Motion to adopt the temporary policy changes due to COVID-19 recommended by the Policy Committee. Vote Unanimous in favor.
- Update on School Building Projects: Mrs. Lyman reported the grant applications for the MMS roof and photovoltaics have been submitted. Also, the Town Council set November 3 as the referendum date for the MMS Roof Project. Mrs. Ward reported the elementary school building committee received permission from the State to start Phase I drilling of wells and for test drilling of the geothermal wells.
- Board Calendar Revisions: Ms. Ward reported a few changes made to the Board meeting calendar. The September 24 workshop will be cancelled. The October 8 Board meeting will be a regular meeting and October 22 will be a Board workshop.

NEW BUSINESS: None

HEARING FOR VISITORS: None

CONSENT AGENDA: Motion by Ms. Allison, seconded by Ms. Aubrey that the following items for the Board of Education September 10, 2020 meeting be approved:

That the Mansfield Public Schools Board of Education accepts the 4<sup>TH</sup> Quarter Financials dated June 30, 2020. (Encl.)

That the Mansfield Public Schools Board of Education approves the year end budget transfers. (Encl.)

That the Mansfield Public Schools Board of Education approves the retirement of the following teachers: (P. 19)

**Mary deVecchis**, Teacher, Southeast School, effective August 20, 2020.

**Nancy Titchen**, Enrichment Teacher, Goodwin Elementary School, effective August 7, 2020.

That the Mansfield Public Schools Board of Education approves the hiring of the following teachers: (P. 21)

**Julia Cackowski**, Teacher, Vinton Elementary School, effective August 27, 2020 at an annual salary of \$52,710, Level 1, Step 1 of the Teachers' Salary Schedule.

**Merin Chiramel**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$58,192, Level 2, Step 2 of the Teachers' Salary Schedule.

**Abigail Forsyth**, Teacher, Goodwin Elementary School, effective August 27, 2020 at an annual salary of \$54,906, Level 2, Step 1 of the Teachers' Salary Schedule.

**Amy Gagne**, Physical Education Teacher, Goodwin Elementary School, effective August 27, 2020 at an annual salary of \$52,170, Level 1, Step 1 of the Teachers' Salary Schedule.

**Louis Goffinet**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$55,532, Level 1, Step 2 of the Teachers' Salary Schedule.

**Kate Grottke**, School Psychologist, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$61,064, Level 4, Step 2 of the Teachers' Salary Schedule.

**Christie Hazen**, Enrichment Teacher, Goodwin Elementary School, effective August 27, 2020 at an annual salary of \$97,784, Level 4, Step 14 of the Teachers' Salary Schedule.

**Jeremy McKenzie**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$67,086, Level 4, Step 5 of the Teachers' Salary Schedule.

**Arban Nazarko**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$54,906, Level 2, Step 1 of the Teachers' Salary Schedule.

**Kaitlyn Samuelson**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$54,906, Level 2, Step 1 of the Teachers' Salary Schedule.

**Raechel Surprenant**, Teacher, Mansfield Middle School, effective August 27, 2020 at an annual salary of \$61,945, Level 2, Step 4 of the Teachers' Salary Schedule.

ADJOURNMENT: Motion by Mr. Litrico, seconded by Ms. Allison, that the meeting is adjourned at 8:32pm. Vote: Unanimous in favor.

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly requested information on attrition for teachers and paraeducators. Ms. Everett asked to have # of years in Mansfield added to that information.

EXECUTIVE SESSION: Motion by Ms. Aubrey, seconded by Ms. Zimmermann to move to Executive Session for the purpose of contract negotiations with the Mansfield Administrators Association and the Mansfield Educators Association and invite the Superintendent into the session at 8:18pm. Vote: Unanimous.

Board returned to regular session at 8:40pm.

Motion by Ms. Aubrey, seconded by Ms. Allison to approve the contract between the Mansfield Board of Education and the Mansfield Educators' Association effective July 1, 2021 – June 30, 2024. Vote: Unanimous in favor.

Motion by Ms. Aubrey, seconded by Mrs. Verge, to approve the contract between the Mansfield Board of Education and the Mansfield Administrators' Association effective July 1, 2021 – June 30, 2024.

Motion by Mr. Litrico, seconded by Ms. Everett to adjourn at 8:43pm. Vote: Unanimous in favor.





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Mansfield Board of Education Special Meeting September 30, 2020 DRAFT Minutes	
<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice-Chair, Edith Allison, Rebecca Aubrey, David Litrico, Kelly Zimmermann
<b>Excused:</b>	Katherine Paulhus, Martha Kelly, Elizabeth Verge

The meeting was called to order at 5:00pm by Ms. Ward

Ms. Ward noted that in accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Mrs. Verge joined the meeting at 5:03pm

#### INFORMATION, PRESENTATIONS, AND ACTIONS:

- October 1 Assessment of Reopening and Next Steps: Mrs. Lyman reviewed the 3 schooling approaches: in person, hybrid, and distance learning. She reported the next steps to reopening schools will begin on October 14. Prekindergarten remains 5 days a week. K-4 returns 5 days a week with early release on Wednesdays. Grades 5-8 will remain hybrid and students with Individualized Education Plans will be invited to attend 4 days a week. Remote learners may continue to return to classroom with notice. The district will continue to monitor health metrics

Mrs. Kelly joined the meeting at 5:12pm.

Ms. Allison moved and Ms. Everett seconded the motion to adjourn at 5:49pm. Vote: Unanimous in favor.

Respectfully submitted, Celeste Griffin, Board Clerk





September 17th, 2020

Mary Lynch  
205 Spring Hill Rd, Storrs, CT

Dear Mansfield Public Schools Board of Education,

Every year, the Mansfield Public Schools celebrate Columbus Day on October 12. We take the day off and commemorate Christopher Columbus' journey to the Americas and his discovery of these continents on October 12, 1492. Throughout the years, students and Mansfield residents have had increasingly mixed opinions about whether or not we should continue this celebration of him. In my opinion, we should not. Many people ignore the underlying stories of indigenous peoples, and credit him with things he arguably shouldn't be credited with.

On October 12, 1492, Christopher Columbus landed in the Carribean. He mistook the natives who were living there for Indians, mistakenly believing that he had landed in India. He began trading materials with them, and became increasingly interested in their gold watches and nose rings. Less interested in them and more interested in the gold, he demanded directions to gold mines where he would be able to gather the precious metal for his king, King Ferdinand the second, and queen, Queen Isabella the first, in Spain, who had sponsored him on his journey. Using violence and force, he enslaved the natives, and declared himself governor over their rightful land. He took advantage of their gentle nature and forcibly converted them to Christianity, Spain's religion, slowly disintegrating the natives' age-old culture. Their placid personalities were wrongly the reason for him to enslave them, and to force them into labour. As governor, Columbus put various laws in place, using his new servants for profit and work that would then create a self-sufficient economy for Spain, sending some native servants back to the country where they would continue their enslaved life and be sold, a process through which many indigenous peoples died of foreign diseases and horrific conditions. Rebellion against these awful conditions proved to be fatal, as Columbus ordered his men to kill many of those who rightfully demanded freedom. These little known stories have given us new perspectives from the natives living there before the Europeans, and views that we wouldn't have thought to consider even 50 years ago. Why do we still commemorate someone now, who was clearly vile and cruel to the people who lived on the land before he claimed it's riches for him and his country? Why do we take a day off to remember someone who enslaved the people that were on the land before he even knew of its existence? It's hard to say that the people who still support his actions and spend October 12th remembering a man of such hidden cruelty have seen the other many perspectives, have taken the time to remember not him, but the indigenous peoples whose story was tossed aside to make room for his seemingly noble one. Perhaps if they had done this, they might at least understand, if not support, the protests against supporting his actions.

Some may argue that his journey across the Atlantic and his discovery of the Americas, marked a new trading system and era for the entire world. His originality is questioned each time we think of the things for which we falsely credit him. While it is true that his discovering the Americas did set off a new trading system and new migration, it is also most likely true that someone else might have discovered these continents soon after, due to the rise of exploration in the world. Many people support him partly because of the myth that he proved the Earth's roundness. While this does sound believable, this is actually false-- this was common knowledge to many cartographers and sailors during that time. While he did make a fascinating discovery, it's riches were not, in his opinion, for the world to behold-- they were

for Spain, and for Spain to make a self-sufficient economy and rise in wealth amongst other countries. He stumbled upon the Americas by accident, his original journey's goal being to find a trade route to Asia or India so that Spain would have a more efficient and easier track to trading countries. In fact, the knowledge of an entirely new continent was not known until years after its discovery-- many thought the islands that Columbus discovered were outlying islands of Asia or India. It is easy to see from these many new views of the same story that although other explorers in Columbus' time might have made the same geographical mistakes, we shouldn't credit him for things that were not and are not correct.

Overall, I think Columbus Day should not be marked as a day to commemorate someone who, as we can see from different perspectives, didn't achieve as much as we originally thought, and enslaved the natives who were rightfully there before him. Our education system should embrace these different stories, instead of remembering the man who tossed these stories aside. Although we have come so far in acknowledging these views, we still have a way to go before we consider all views equally shown and taught in all grades, one of the ways to do that being to remember and learn about other perspectives other than the one that is primarily brought forward on October 12th. To help with this ongoing problem, the Mansfield Public Schools Board of Education should instead take this day to remember the many indigenous peoples whose lives were taken, who were forced into labor by people unknown to them. Instead of completely ignoring this controversial day, and forgetting both Columbus and the natives, we should commemorate the Tainos, and many other native groups whose story is often trampled in the fight for Columbus' commemoration. We have come so far in recognizing different stories and views, and learning not just from the victor's viewpoint, but from many others that people don't often see or hear. The next step in this path is to commemorate not the conqueror, but the groups and cultures that suffered from his actions on October 12th.

Sincerely,  
Mary Lynch

On Sep 24, 2020, at 9:07 PM, Karen Menuz <[kmenuz@gmail.com](mailto:kmenuz@gmail.com)> wrote:

Dear Mansfield BOE,

As a parent of two elementary children, I wanted to congratulate you on how smoothly the return to school has been this month. It seems to me, that all your planning as paid off. It is much easier to navigate school at home than it was last spring, everyone seems to have the equipment that is needed, and everyone is putting in their best effort to make this work.

Still, I cannot help but feel that the schooling is only 60% of what would normally occur, and I'm concerned about student progress, both for my own kids, and for others. It simply is not as effective to teach remotely, and even though everyone is doing all they can, there is no way around this. I am fortunate that I can be at home to help my kids, make sure they make their zoom meetings, etc, but I understand that's not the case for all families, and I worry about disparities widening as this continues.

I believe that originally the school board was going to meet near the end of the month to consider plans for October. I wanted to lend my voice of support for returning to school 5 days a week.

Thank you for your work,  
Karen

**From:** Sarah Woulfin <[sarah.woulfin@gmail.com](mailto:sarah.woulfin@gmail.com)>

**Date:** September 30, 2020 at 10:06:15 AM EDT

**To:** Kathleen Ward <[WardK@mansfieldct.org](mailto:WardK@mansfieldct.org)>

**Subject:** Re: Returning to buildings

Thanks for dealing with the second message, and I wanted to share evidence that staff COVID case rates appear to be lower in the in-person model as compared to hybrid: <https://covidsschooldashboard.com/>

Best,  
Sarah

On Wed, Sep 30, 2020 at 8:34 AM Sarah Woulfin <[sarah.woulfin@gmail.com](mailto:sarah.woulfin@gmail.com)> wrote:  
Hello,

Am writing to share support for elementary students to return to in-person instruction in MPS 4-5 days per week. Children under the age of 10 benefit strongly from engaging with peers and educators in person, and they are cultivating key skills. Further, remote learning opportunities/experiences are quite challenging for them.

Thank you for your consideration and leadership during this fall.

Best,  
Sarah

--  
Sarah Woulfin

Tuesday, September 29, 2020

Dear Members of the Mansfield Board of Education,

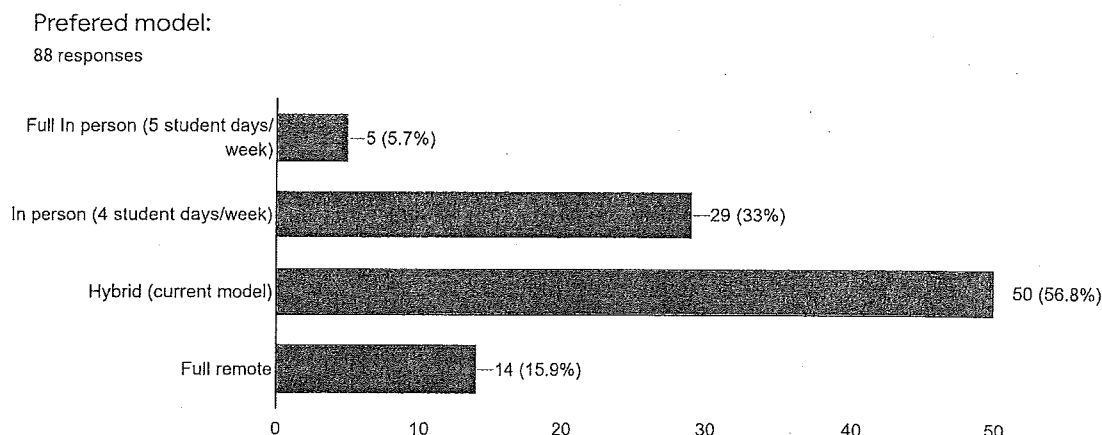
Tomorrow night's special meeting will likely determine our next steps for educating our children in our schools.

We know there is a lot to consider when making such a difficult decision and that no one model is the best option for both health and educational considerations.

We know that the administration has sought input from the school community in order to make the best decision. In addition, we polled our members to see if there was some consensus as to which model they preferred. We realize that our survey is nonbinding, but we feel it is important that we share our members' perspectives on this important topic.

We presented our MEA members with four options: full in-person (5 days a week), in-person (4 days a week), continuing our current hybrid model, and going fully remote.

We had eighty-eight responses (approximately 77% of members) to our survey. Five (5.7%) chose the full in-person model, and a total of twenty-nine (33%) selected the four day a week in-person option. Fifty members (56.8%) preferred the current hybrid model, and 14 (15.9%) would like to teach in the full remote option.



The results illustrate that Mansfield educators themselves have varied opinions on this topic but that one model was clearly favored by a majority of MEA members. It is important to note that many classroom teachers are apprehensive about appropriate social distancing if all their students are in the room at one time: even with enviable class sizes, square footage in classrooms is not sufficient for social distancing. Members are also concerned about the

encroaching winter months which will make it impossible to be outside as frequently as now and will necessitate the closing of windows, leaving classrooms with little ventilation.

We understand that there is no perfect solution to schooling during the pandemic, but we encourage you to consider creative approaches to educating our children safely and effectively as this year continues. For example, some other Connecticut school districts have provided additional preparation time for teachers by shortening the student day. Our collaborative efforts will make these flexible models responsive to current situations and the best they can be during these unusual times.

Thank you for your time and your consideration of this letter.

Sincerely,

Rochelle Marcus  
Rich Weyel  
Co-presidents  
Mansfield Education Association

**MANSFIELD BOARD OF EDUCATION  
2021 Meeting Dates  
Council Chambers  
(unless otherwise noted)  
7:00pm**

**DRAFT 10.8.20**

Thursday, January 21, 2021

Thursday, January 28, 2021  
(Budget Workshop)

Thursday, February 4, 2021  
(Mid-Year Review (5:30pm)  
(Budget Workshop: 7:30pm)

Thursday, February 11

Thursday, March 11, 2021

Thursday, April 8, 2021

Thursday, May 13, 2021

Thursday, June 3, 2021  
(Workshop - TBD)

Thursday, June 10, 2021

Thursday, September 10, 2021

Thursday, September 23, 2021  
(Workshop – TBD)

Thursday, October 14, 2021

Thursday, October 28, 2021

Thursday, November 11, 2021

Thursday, December 9, 2021

***Board members are requested to reserve the fourth Thursday in each month if an additional Board or sub-committee meeting is needed.***

*Adopted by the Board Education on*







Connecticut State Department of Education  
Bureau of Health/Nutrition, Family  
Services and Adult Education  
Child Nutrition Programs  
450 Columbus Boulevard, Suite 504  
Hartford, CT 06103-1841

**For State Use Only**

Effective date: \_\_\_\_\_  
Agreement numbers:  
School programs \_\_\_\_\_  
Child care centers \_\_\_\_\_  
Adult day care centers \_\_\_\_\_  
Day care homes \_\_\_\_\_  
Summer food service \_\_\_\_\_

**Authorized Signatures Change Form**

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Scan and e-mail a completed form to [CNPermanentAgreement@ct.gov](mailto:CNPermanentAgreement@ct.gov). Include "Authorized Signature Change Form" in the subject line of the e-mail.

This is to certify that on \_\_\_\_\_, as shown in the minutes of  
Date

Mansfield Board of Education  
Name of corporation, board of education or governing body

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

Kelly Lyman  
Signature

Kelly M. Lyman  
Printed name

Superintendent of Schools  
Title (superintendent of schools, mayor, selectman, president  
or chairperson of the board, pastor, or commissioner)

\_\_\_\_\_  
Date

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

\_\_\_\_\_  
Signature

Charmaine Bradshaw-Hill  
Printed name

Director of Finance  
Title (assistant superintendent, business official, principal, headmaster, city  
or town manager, executive director, or deputy commissioner)

\_\_\_\_\_  
Date

3. The signature below certifies the above action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (secretary of corporation,  
town clerk, secretary of the board)

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.

## Instructions to Complete the Connecticut State Department of Education (CSDE)

### Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** is the formal agreement between a sponsoring organization and the CSDE to operate one or more of the U.S. Department of Agriculture (USDA) Child Nutrition Programs. When the sponsoring organization's Agreement was approved, two originals were signed by the sponsoring organization and the CSDE. One original was returned to the sponsoring organization.

Page 4 of the Agreement designates representatives authorized to enter into an agreement with the CSDE and to sign the claim for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both of the authorized signers will change periodically. **The Authorized Signatures Change Form must be executed whenever one of the two authorized signers changes.** Claims for reimbursement are valid only when signed by authorized signers on file with the CSDE. Board action must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both of the authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g. the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Scan and e-mail the signed and dated Authorized Signature Change Form to [CNPermanentAgreement@ct.gov](mailto:CNPermanentAgreement@ct.gov). Include "Authorized Signature Change Form" in the subject line of the e-mail.



Questions may be directed to the CSDE's Child Nutrition Programs staff. For more information, see the CSDE's handout, *Child Nutrition Staff and Responsibilities*.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.  
The form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>.

Authorized Signatures Change Form Motion:

Motion to revise the Authorized Signers of the ED-099 Agreement for Child Nutrition to designated Charmaine Bradshaw-Hill, in the absence or incapacity of Kelly M. Lyman, as the second person authorized to sign claims for reimbursement.